

CHAPTER 10 MISCELLANEOUS

SECTION 1 FIRE SAFETY

10.1.1 PURPOSE

This section contains policy, authority, definitions, responsibilities, and procedures for fire safety at APHIS work locations, living quarters, and for employees traveling in foreign countries.

10.1.2 POLICY

APHIS will comply with the “National Fire Codes” issued by the National Fire Protection Association (NFPA). APHIS will comply with local, State, and Federal fire codes and regulations. When these codes and regulations conflict, APHIS will use the most stringent.

10.1.3 AUTHORITY

The following regulations, as well as State and local fire codes, govern fire safety:

- A. “National Fire Codes” issued by the NFPA, especially Code 101, “Life Safety Code.”
- B. “Occupant Emergency Plan” listed in the Federal Property Management Regulations (FPMR) 101-20.103-4 through 101-20.103-5.
- C. “OSHA Safety and Health Standards” issued by the Occupational Safety and Health Administration (OSHA) in 29 CFR, Part 1910.

10.1.4 DEFINITIONS

- A. APHIS Leased Space. Any building or rooms in a building in the United States where APHIS employees work, which is leased by APHIS. This includes "rent free" space.
- B. APHIS Owned Space. Any building where APHIS employees work, which is owned by APHIS.
- C. Emergency Lighting. Lights that switch on automatically when the normal lighting system fails. Emergency systems are battery operated or use a standby generator.
- D. GSA Space. Any building or rooms in a building where APHIS employees work, which is owned or leased by the General Services Administration (GSA).
- E. Living quarters. Any living quarters used by APHIS employees on travel status or while assigned to a foreign post.
- F. Occupant Emergency Plan (OEP). A set of written procedures to follow during emergency situations at Federal facilities. The major components include a list of emergency phone numbers, a list of emergency evacuation team members, and an

evacuation plan. Publications explaining how to prepare an OEP are available from GSA.

- G. State Department Space. Any building or rooms in a building where APHIS employees work, which is owned or leased by the State Department, or a building leased by the State Department on behalf of APHIS.

10.1.5 RESPONSIBILITIES

The head of each APHIS location has these responsibilities for office or living quarters, when located in the following types of space:

- A. APHIS Leased Space. Prepare an OEP. Conduct fire drills in cooperation with the building owner/manager. Report deficiencies in fire safety requirements to the building owner/manager. Contact the following APHIS office if deficiencies are not corrected:

USDA, APHIS
Field Servicing Office
Realty Section
Butler Square West, 5th Floor
100 N. Sixth Street
Minneapolis, MR 55403

- B. APHIS Owned Space. Prepare an OEP. Comply with all fire safety requirements.
- C. GSA Space. Obtain a copy of the OEP from the GSA building manager. Report deficiencies in fire safety requirements to the GSA building manager.
- D. Living Quarters. Because of inadequate fire codes in many countries, smoke alarms will be issued to APHIS employees traveling or living in foreign countries.
- E. State Department Space. Obtain a copy of the fire evacuation plan. Conduct fire drills in cooperation with the building owner/manager. Report deficiencies in fire safety requirements to the Embassy General Services Officer or the consulate's Administrative Officer. Contact the following APHIS office if deficiencies are not corrected:

USDA, APHIS, OPD
International Programs Management and Liaison Staff
4700 River Road, Unit 23
Riverdale, Maryland 20737
(301) 734-5100

10.1.6 REQUIREMENTS

Minimum fire safety requirements are:

- A. Emergency Plan. Every APHIS work location will have an evacuation plan posted in a prominent place.
- B. Fire Exits. APHIS work locations will have at least two exits on each floor that are accessible from every part of the floor. All fire exits will be identified with a lighted sign. The only exceptions are:

1. Any room with less than 100 people having a direct exit to the street or open area outside the building. These rooms may have a single exit.
 2. Any building three stories or less in height and not exceeding 1,000 square feet per floor. These buildings may have a single exit.
- C. Fire Alarms. APHIS work locations will have either a manual or automatic fire alarm system where required by local code, GSA building lease agreement, or OSHA standard:
1. A building is three stories or more in height; or
 2. More than 100 people work on floors above or below the ground (street) level floor; or
 3. More than 1,000 people work in the building.
 4. High hazard workplaces (OSHA defined).
- D. Fire Drills. Employees will participate in fire drills at least twice a year at each APHIS work location.
- E. Fire Extinguishers. ABC type fire extinguishers will be provided at every APHIS work location. These extinguishers will be visually inspected each month to determine if they are operable. Once a year, all extinguishers will have a maintenance inspection in accordance with instructions on each extinguisher. APHIS employees will be instructed in the use of fire extinguishers at least annually.
- The head of each APHIS work location will remove from service all soldered or riveted shell self-generating soda acid or self-generating foam/gas cartridge water type fire extinguishers.
- F. Smoke Detectors. All APHIS facilities and offices will have smoke detectors, or fire-smoke detection systems per local fire codes. Unoccupied rooms, such as electrical closets, in APHIS work locations should have smoke detectors that will be tested monthly.
- G. Emergency Lighting. Fire exits at APHIS work locations will have emergency lighting where:
1. A building is three stories or more in height; or
 2. More than 100 people in a building work on floors above or below the ground (street) level floor; or
 3. More than 1,000 people work in a building; or
 4. Employees work in space without windows or in a basement without a direct exit to the outside.

5. Where required by local codes.

- H. Living Quarters In Foreign Countries. APHIS managers will purchase permanent smoke detectors for installation by employees in their living quarters. These smoke detectors will be treated as expendable/noncapitalized items. Maintenance of the detectors and provision of batteries will be the employee's responsibility.
- I. Travel in Foreign Countries. APHIS managers will purchase portable smoke detectors for use by employees staying in hotels/motels while traveling on official business in foreign countries. These smoke detectors will be treated as expendable/noncapitalized items. A log will be maintained for employees to sign out smoke detectors. Employees will return portable smoke detectors within 3 business days after their trip.

10.1.7 ADDITIONAL INFORMATION

Any questions or comments concerning fire safety should be referred to the Safety, Health, and Environmental Staff.